

CAL POLY HUMBOLDT FACULTY HANDBOOK THE SYSTEM OF INSTRUCTION

300. ACADEMIC MASTER PLAN FOR THE CALIFORNIA STATE UNIVERSITY SYSTEM

The [Master Plan for Higher Education in California](#), 1960-1975, was enacted through the [Donahoe Higher Education Act of 1960](#). This legislation brought together the individual state colleges under a [Board of Trustees](#) and delineated the functions of the State's three segments of public higher education. For the CSU, the primary function is defined as:

...the provision of instruction for undergraduate and graduate students, through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession.

The differentiation of functions, and the specific charge to the CSU, were reaffirmed in 1974 by the Legislature.

In 1963, the system's Board of Trustees adopted dynamic planning policies which were designed to regularize curricular development and guide program distribution in the rapidly expanding system, and facilitate the progress of each individual campus in meeting the primary function as expressed in the statewide master plan. These policies, published in the 1963 Master Plan for the California State Colleges, are still in effect. They may be summarized as follows:

- Curricula are to reflect the needs of students and of the State.
- The foundation program for all campuses in the system consists of the liberal arts and sciences, business administration and teaching. (The Board defined specific subject areas which would be regarded as the "Broad Foundation Program.")
- Programs in applied fields and professions other than those above are to be allocated within the system on the basis of (1) needs of the State; (2) needs of the campus service area; and (3) identification of employment opportunities.
- "All colleges cannot be all things to all people." Curricula in the applied fields and professions are therefore to be located in a system-wide pattern that will achieve an equitable and educationally sound distribution of programs throughout the State.
- While all campuses may wish to offer the same programs, the Trustees exercise great selectivity in the final approval of new curricula.
- Specialized, high-cost programs are to be allocated on the basis of review and study of the individual subject area.

Subsequent policies adopted by the Board include the following:

- Degree programs are to be broadly based and of high academic quality
- Unnecessary proliferation of degrees and terminologies is to be avoided.

- A formal review of existing curriculum is to be conducted by each campus as part of the overall planning process.
- The Academic Master Plans serve as the basis for campus master planning (facilities).

Responsibility for implementing Trustee policy with respect to System-wide curricular development is delegated to the Chancellor. The Academic Master Plans are submitted by each campus to the [Chancellor's Office](#), where suggested projections are reviewed individually and in the context of the campus' total offerings and projections, the offerings of the system, and where applicable, the State. They are also reviewed in terms of campus resource capabilities. Following the annual review and updating, the plans are submitted to the [Board of Trustees](#). Trustee endorsement of all degree program projections is required before proposals for individual programs can be submitted for approval. Shortly before the planned date of implementation, programs are submitted in accordance with an appropriate format. The review and approval of new degree programs that have been endorsed by the Board of Trustees is a function which the Board has delegated to the Chancellor. Requirements and procedures also have been developed for submitting periodic reviews of existing degree programs with the annual master plan revision. Each degree program must be reviewed at least once every five years.

301. ACADEMIC MASTER PLAN FOR CAL POLY HUMBOLDT

"Academic Master Plan" in this context refers to the formal plan submitted to the Office of the Chancellor on an annual basis (please refer to section 300). The annual plan reflects existing majors and proposed additions and deletions. Such changes are normally proposed as a result of recommendations submitted to the [Office for Academic Affairs](#) by college deans on behalf of their faculty. The [Integrated Curriculum Committee](#) is the consultative body which advises the Provost and Vice President for Academic Affairs on Master Plan changes as they affect the instructional program as a whole.

302. GENERAL EDUCATION

"General Education" in this context refers to that portion of the baccalaureate degree program that meets CSU Trustee breadth requirements (set forth in Title V and in Chancellor's [Executive Order 1100](#)) as interpreted by the campus. The General Education program has distribution requirements in six different areas intended to insure breadth in curricular diversity. However, the program is also intended to have breadth in that the separate components contribute to the achievement of goals having broad general applicability to the lives of students after graduation. The [Integrated Curriculum Committee and General Education and All University Requirements Subcommittee](#) is the consultative body that advises the Provost and Vice President for Academic Affairs on the General Education program.

303. GRADUATE PROGRAM

The essential information regarding graduate study at Cal Poly Humboldt is contained in the section of the [Catalog](#) under Graduate Study.

The administration of the graduate program regulations is the responsibility of the [Vice Provost and Dean of Undergraduate and Graduate Studies](#), who may assemble departmental graduate coordinators/advisors for assistance as circumstances warrant.

Curriculum matters in the graduate program are the responsibility of the [Integrated Curriculum Committee \(ICC\)](#) where the Graduate Council has representation by way of a Program Coordinator. The ICC forwards recommendations on curriculum to the University Senate and the [Provost and Vice President for Academic Affairs](#).

304. REQUIREMENTS FOR GRADUATION

Basic minimum requirements for degree programs are found in the regulations of the Trustees of the CSU and the provisions of these regulations are binding upon the University.

Additional detail of requirements for degree programs, including the specifics of general education for Cal Poly Humboldt students, the specifics of majors and minors, as well as of various credential programs, are found in the [Catalog](#).

All requirements for degree programs, of whatever category, are processed through channels for approval by the [Integrated Curriculum Committee](#).

305. SECOND DEGREES

For the second bachelor's degree the student is required to complete all of the specific requirements for the degree shown in the Catalog and to obtain a minimum of 30 semester units in residence at Cal Poly Humboldt beyond the requirements for the first degree.

For a second master's degree, the student must possess the preparation equivalent to an undergraduate major in the field, and must complete a minimum of 24 semester units beyond the requirements for the first degree. These units must be taken at Cal Poly Humboldt in order to fill the residence requirements. All graduate degrees must include a culminating experience (thesis, project, or comprehensive examination) as required in the [Catalog](#).

306. TEACHING CREDENTIALS

The University offers programs that have been approved by the [Commission on Teacher Credentialing](#) as qualifying successful candidates for a teaching credential without examination. Details of such programs are to be found in the [Catalog](#).

307. ADMISSION TO CREDENTIAL PROGRAMS

Regulations of the [Trustees](#) and of the Commission on Teacher Credentialing require that there be a procedure of selection used in approving admission of a student to a program of studies leading to a teaching credential. Details of the procedure followed at Humboldt are to be found in the [Catalog](#).

308. NON-CREDIT COURSES

Non-credit courses and institutes offered through the extension program shall be submitted for advice and/or comment to the appropriate college dean and/or department chair prior to the offering being scheduled by the [College of Extended Education and Global Engagement](#). The utilization of University facilities and the use of University equipment are subject to approval by the dean and department chair. Should there be no reasonably congruent program or programs in a college, approval of the [Office of Academic Affairs](#) shall be required. Non-credit courses or institutes, as well as those offered for credit, will be reported to the faculty via the department chair.

309. INTERNATIONAL PROGRAMS OF STUDY

The CSU sponsors and administers a program of study overseas in various parts of the world. At Cal Poly Humboldt [Study Abroad Programs](#) are coordinated by the [College of Extended Education and Global Engagement](#). A statement concerning international programs of study is found in the [Catalog](#).

310. APPROVAL OF GRADUATES

Upon the recommendation of the faculty, the Trustees of the CSU grant diplomas to graduates who have completed prescribed courses of study.

The graduation list is distributed to department chairs and any other faculty who request them. The list sent to department chairs should be posted for review by concerned faculty. The Division of Enrollment Management shall also distribute to all faculty, each semester, a memorandum advising faculty of the posting of the list. Provision is made that objections by faculty members to names on the list submitted by the Division of Enrollment Management and be heard by the University Senate.

The list of candidates at a summer session commencement requires the approval of the summer session faculty only.

311. EXTENDED EDUCATION CREDIT COURSES

In keeping with University policy, courses offered for credit through the [College of Extended Education and Global Engagement](#) should be approved following appropriate consultative procedures and review. It may be that in some instances (particularly those involving interdisciplinary studies) no single department may be willing to assume responsibility to initiate such a review. In such a case, the College of Extended Education and Global Engagement should request the dean of a college to take the proposal to his or her college curriculum committee for a recommendation. The determination as to which college should conduct the review should be made on the basis of programmatic similarity. If no college committee is willing to assume responsibility for review, the Dean of the College of Extended Education and Global Engagement should request that the Vice Provost of Academic Programs take the proposal to the Integrated Curriculum Committee for a recommendation.

312. CLASS SCHEDULE

A [Class Schedule & Registration Guide](#) is published each semester by the Office of the Registrar. Courses not listed in the Class Schedule & Registration Guide or in published addenda to the schedule cannot be offered unless special authorization is obtained from the [Office for Academic Affairs](#).

313. UNITS (CREDITS)

The study program of the student is measured in semester units, which are defined as one semester unit for one hour a week of lecture or class instruction for one semester. In general, it is expected that the average student will spend three hours of preparation for one hour of lecture.

314. GRADES AND GRADING

The [Catalog](#) contains a section describing the system of letter grades used at the University. Grades are weighted with a grade-point system prescribed in regulations of the Trustees. Instructions for the reporting of grades are furnished to instructors by the [Division of Enrollment Management](#). It is essential that the time limit set for turning in grade reports be adhered to so that student records can be updated and official, up-to-date transcripts can be provided.

The [Class Schedule & Registration Guide](#) contains a statement about the credit/no credit system of grading for certain classes. Grades are determined by the instructor. Once reported they can be changed by the instructor only because of an error in computation or judgment in evaluation of work completed during the academic term in which the course was taken. The instructor shall initiate changes, together with an explanation for each change, and forward them for approval to the department chair and the dean of the college. Authorized changes shall then be reported to the [Division of Enrollment Management](#).

This policy does not permit the application of differing criteria or altered requirements for individual students after the evaluation procedure has been completed for the class. The assignment of unreported grades in the case of instructor unavailability (e.g., serious illness, protracted leave, resignation, separation, or death) shall be completed by the department chair or college dean.

Instances of academic dishonesty should be reported to the [Office of Student Rights and Responsibilities](#) (see [Academic Dishonesty Policy](#)).

315. PRESIDENTIAL SCHOLARS

Students who have completed at least 12 letter graded units, and with a minimum term grade point average of 3.85 or better, shall be designated as Presidential Scholars. The designation "Presidential Scholar" shall appear on the student's transcript.

Changes to the criteria may be made by action of the [University Senate](#) upon approval of the President.

316. ADMISSIONS

Admissions to a CSU campus are governed by regulations of the [Trustees](#) and directives from the [Office of the Chancellor](#). The [Catalog](#) contains a section that furnishes the pertinent detail of admissions policies and procedures.

317. LIMITATION OF ENROLLMENT

It is necessary to limit enrollments when applicants for admission as new students are in such number as to indicate that the total enrollment can be expected to be significantly greater than the resources of faculty, space, and support can assimilate. In such cases, the decision to limit and the choice of method rests with the [President](#), with recommendation to be made by the [Provost and Vice President for Academic Affairs](#). Policy matters related to limitation of enrollment are submitted to the University Senate for its consideration.

318. CLASSIFICATION OF STUDENTS

Various administrative needs are served by having students classified in certain ways. Regulations on classification are system-wide in application. The University's [Catalog](#) contains the criteria for the classification of students. These appear in the section on academic regulations and in the section on graduate study (for graduate students).

319. PROBATION AND DISQUALIFICATION

The University's [Catalog](#) contains specific information on student academic standing, i.e., good standing, academic probation and disqualification. This information appears in the section on academic regulations for both undergraduate and graduate level students.

320. REINSTATEMENT

Students who have been disqualified for academic reasons may be reinstated if a careful evaluation of the evidence suggests that there is likelihood that the student will be successful on his/her return to the University. The [Catalog](#) contains a statement about student reinstatement.

321. WITHDRAWAL FROM THE UNIVERSITY

Student withdrawal from the University requires adherence to certain formal procedures if the interest of the student is to be protected. The [Catalog](#) contains a statement in the section on academic regulations.

322. FEES

The kinds and amounts of fees charged to students are established by action of the [Trustees](#) of the [CSU](#). These fees are subject to change by the Trustees. General fee information is listed in the [Catalog](#).

323. ADMISSION TO CLASSES

Students are admitted to classes only through official enrollment evidenced by class lists and notices of late additions. The only exception permitted is enrollment for no credit in those student activity courses for which credit is normally given.

324. AUDITORS

The [Catalog](#) contains a statement about auditors in classes. There is a formal procedure for accounting for auditors and they are considered as enrolled in the class. Faculty members at times audit a colleague's classes with the permission of that faculty member whose class is attended. This courtesy is not extended when it would result in displacement of a student, as in the case of some laboratory classes.

325. 4 PLUS 1 PROGRAM: ENROLLMENT BY SENIORS IN GRADUATE COURSES

Selected and qualified seniors may be permitted to enroll in 500- or 600-series courses for the purpose of furnishing them a valuable educational experience. Such course work should not be used as a substitution in the undergraduate major program, but should serve as an enrichment of it. Care should be taken that students who will continue into graduate work will not have their graduate programs jeopardized. Requests are handled by petition with the approval of the instructor of the course, the student's advisor, and the chair of the department or program in which the course is given. This policy applies to special session courses, as well as regular session courses.

326. CREDIT BY EXAMINATION

The [Catalog](#) includes information on how students can earn credit through examinations including challenging a course, and credit through external examinations.

327. DISMISSAL OF CLASSES

It is recognized that from time to time individual faculty members may decide that particular classes should be adjourned to enable the student to participate in appropriate guest lectures, academic convocations, or special seminars. The faculty member must, in such circumstances, be assured that such activity furthers the academic goals of the students in that particular class. If called upon to do so, the instructor must be prepared to justify such dismissal.

Dismissal of classes as a demonstration in support of particular social or political movements or goals does not fall into this category. Such dismissal constitutes unwarranted and unprofessional interference

with the student, causing deprivation of expected academic experience and forcing support of political or social goals with which the student may not be sympathetic.

328. CAMPUS CLOSURE

In accord with [Executive Memorandum P03-04](#), and Title V, California Code of Regulations, sections 41302 and 42402, the [University President](#), or designee, is the only person(s) who may direct a campus closure. It is the policy of Cal Poly Humboldt that whenever there is an immediate or potential danger to life (including health and/or safety) and property, the University will take every possible action necessary to protect life and property.

329. SUPERVISED INSTRUCTION COURSES

Supervised instruction is defined as a mode in which instruction is offered to students by faculty on an individual basis rather than to them as a class or group. The nature of this instruction is reflected in the formula by which resources and work load are calculated and is generally referred to as S-factor instruction. There are numerous conventional applications of supervised instruction in our program. Some of these are reflected in various course titles (e.g., Directed Study, Independent Study, Field Problems, Directed Field Experience, and Internships.) These courses have been established for students who are capable of and qualified for working on a topic, problem, or line of inquiry on an individual basis. Such courses are not to be offered to groups of enrollees meeting in classes. The unit value of the courses may vary and should be commensurate with the level of work and level of achievement required.

Supervised instruction courses are not to be offered as substitutes for other courses offered by the University. At the discretion of the academic advisor, department chair, and college dean, a course may subsequently be waived upon satisfactory completion of an equivalent special problem in a supervised instruction course. The above policy applies to courses offered in both regular and special sessions.

Enrollment in these supervised instruction courses is limited to those students who have an adequate background for the kind and level of work to be done. Approval of the supervising faculty member and the respective department chair or program leader is required for such enrollments. Approval is also required by the college dean whenever the course is not a part of a degree or credential requirement and would result in faculty load credit.

Limitations, if any, on the number of times these courses may be repeated or taken are specified by the department, within the policies and procedures established for the college. The maximum number of units earned in these courses that may be applied to graduate degree programs is specified in the [Catalog](#) section on graduate study.

Since supervised instruction courses require staffing at low student-faculty ratios, it may be necessary that the dean or department chairs limit access to such instruction and to the faculty workload credit which may be allowed for it.

330. TEXTBOOKS

For those instructors who use textbooks in their classes, textbooks are designated through Follett Bookstore which can be accessed via the Canvas Dashboard.

331. COURSES WITH FINAL EXAMINATIONS

The schedule for final exams is developed by the [Office for Academic Affairs](#) and published in Faculty Center. Faculty are urged to include the dates and times of the final evaluation for the class in the course syllabus or other course schedule. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time or place scheduled, must make arrangements in advance with the instructor. Final examinations will be determined by individual faculty based on course content and mode of delivery.

332. INTERNSHIPS AND DIRECTED FIELDWORK PROCEDURES

Internships and directed field work are supervised academic learning experiences in an applied or field setting as distinguished from the classroom or laboratory. Procedures and support for developing Internship Courses can be found at the [Center for Community Based Learning](#).

333. EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

The [Educational Opportunity Program](#) is designed to serve students who are culturally, educationally, and economically underserved. The philosophy of the program is to support students from low income and ethnic backgrounds, especially those from first-generation, college student families.

334. INDIAN TRIBAL AND EDUCATIONAL PERSONNEL PROGRAM (ITEPP)

The Indian Tribal & Educational Personnel Program's purpose is to facilitate and promote academic success and self-efficacy for primarily Native American Indian students which validates tribal cultural values, political status and promotes the federal Indian policy of Indian Self-Determination. [ITEPP](#) is university-wide in its impact. The program keeps in close contact with faculty in the student's major area.

335. INDIAN NATURAL RESOURCE, SCIENCE AND ENGINEERING PROGRAM (INRSEP)

The Indian Natural Resource, Science and Engineering Program ([INRSEP](#)) plus Diversity in STEM provides academic and research support services to first generation, low income, and historically underrepresented students in STEM disciplines with a focus on American Indian and Indigenous students. Focus is on working as partners with local tribal communities to learn from their wisdom and contribute to their goals. The mission of INRSEP is to improve STEM fields by empowering students to become leaders who give back to their communities, society, and future generations while strengthening connections with their heritage and culture.

336. RECORDS AND REPORTS

The kinds of records and reports that relate to the academic program and record of the student are determined by the [Division of Enrollment Management](#) and are made known in instructions that are furnished to students and faculty. For those matters where there is faculty involvement in the process, the Office of Enrollment Management consults with the [Office for Academic Affairs](#).

337. SCHOLASTIC REPORTS TO STUDENTS

Grades are available to students via their Student Center at the end of each semester. During the semester, students should be aware of the progress they are making in their courses. Formal notification of deficiencies in work is a matter that rests with the instructor.

338. ACADEMIC ADVISING

Academic advising is provided by the faculty, and student registration is based upon such advising. Advisors are assigned to students from the department offering the student's major (or pre-major) program. Technical evaluation (including evaluation of work taken elsewhere for advanced standing, and degree and credential checks to determine whether minimum degree requirements are met) is the responsibility of the [Division of Enrollment Management](#). Faculty advisors and students with technical questions can get official answers from that office.

339. REGISTRATION

Registration is the administrative responsibility of the [Division of Enrollment Management](#). Plans for the process are developed in consultation with the [Office for Academic Affairs](#), the academic deans, and [Information Technology Services](#). Faculty are informed of details through memoranda from the Dean for Enrollment Management and material included in the Class Schedule.

340. TRANSFER CREDIT

Transfer credit between universities and community colleges are defined by articulation agreements through the [Division of Enrollment Management](#). Established articulation agreements can be found by faculty and students in [Assist](#). For courses without established articulation agreements, questions should be directed to the Registrar's Office within the Division of Enrollment Management.

341. HIGH SCHOOL VISITS TO UNIVERSITY CLASSES

High school student groups visit the campus from time to time to participate in various programs. The program of such visits is coordinated by the [Division of Enrollment Management](#). The department or other unit on campus that plans such programs should keep the Dean informed.